

Santa Fe Municipal Airport

Authorized Signatory Training

Definitions

- AOA - a portion of an airport in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544
- Authorized Signatory - An individual or designated representative who is authorized to sponsor individuals and request airport identification media (SIDA and/or AOA) on behalf of their agency.
- Secured Area – means a portion of an airport in which certain security measures specified in 49 CFR Part 1542 Chapter XII are carried out. This area is where aircraft operators enplane and deplane passengers and sort and load baggage.
- Security Identification Display Area – SIDA means a portion of an airport in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the secured area and may include other areas of the airport.

Annual Training Requirement

- The Transportation Security Administration (TSA) requires annual training for all Authorized Signers. Any individual who has not completed the Annual Authorized Signatory Training within the previous 12 months will not be permitted to sign Airport badge applications or add individuals to their Sponsor List.
- Training records will be kept on file for each Authorized Signer for 12 calendar months.

SIDA Badge Applications

- SIDA badge applications need to be completed by the applicant prior to being signed by the Authorized Signer. Authorized Signers should never sign blank applications.
- SIDA badge applications must be signed by Authorized Signer before the badging process (CHRC and Security Threat Assessment) can be begin.
- It is the responsibility of the Authorized Signer to inform applicants of the required proof of identification that must accompany all new badge applications.
 - Refer to the I-9 form, “List of Acceptable Documents”, for a complete list of acceptable forms of identification.
 - If Authorized Signer has authorized an individual to obtain an Airport badge, and that individual is using a Permanent Resident Card (green card) as identification, Authorized Signer is responsible for ensuring that Airport is informed when Permanent Resident Card is no longer valid (i.e. card expires). Authorized Signer is further responsible for immediately collecting and returning the applicant’s Airport issued badge should applicant fail to renew their Permanent Resident Card.
- Applicant must complete required SIDA training prior to receiving their Airport ID Badge
- Once applicants are approved, they must obtain ID media within 10 business days or undergo a new CHRC check

AOA Badge Applications

- AOA badge applications need to be completed by the applicant prior to being signed by the Authorized Signer. Authorized Signers should never sign blank applications.
- AOA badge applications must be signed by Authorized Signer before the badging process (including Security Threat Assessment) can be begin.
- It is the responsibility of the Authorized Signer to inform applicants of the required proof of identification that must accompany all new badge applications.
 - Refer to the I-9 form, “List of Acceptable Documents”, for a complete list of acceptable forms of identification.
 - If Authorized Signer has authorized an individual to obtain an Airport badge, and that individual is using a Permanent Resident Card (green card) as identification, Authorized Signer is responsible for ensuring that Airport is informed when Permanent Resident Card is no longer valid (i.e. card expires). Authorized Signer is further responsible for immediately collecting and returning the applicant’s Airport issued badge should applicant fail to renew their Permanent Resident Card.

Badge Recording and Audits

- Authorized Signers must maintain a complete list of all issued media to whom they authorize.
- List is subject to an audit no less than once every 12 months.
 - The Authorized Signer is required to review the audit badging rosters when provided by the Airport Security Coordinator. Authorized Signer must physically review each badge listed on the badge roster to ensure that the data on the badge matches the data on the audit sheet.
 - Badging audits must be returned within the timeframe noted on the audit documents.
 - Failure to complete any audit may result in the deactivation of all badges associated with your company, as well as monetary and/or civil penalties issued by the Airport and/or TSA.

Employee/Tenant Separation

- Authorized Signer must immediately (within 24-hours) notify the Airport Security Coordinator if a badged individual is separated, voluntarily or involuntarily, from their employer/sponsor, or if a badge is lost, stolen, destroyed, or otherwise unaccounted for.
 - Authorized Signer must return the AOA or SIDA badge, for any separated employee or tenant that they have signed for, to the Airport Security Coordinator within 72-hours of notice of employee or tenant separation.
 - All badges that are not returned to the Airport Security Coordinator within 72-hours will be subject to a penalty.

Authorized Signatory Responsibilities

- Identifying the applicant's airport area access needs based on job requirements.
- Verifying the applicant's identity by reviewing I-9 Documentation.
- Verifying that the applicant has certified that he/she has not been convicted of a disqualifying crime specified on the application and in § 1542.209. (SIDA/Sterile Area Only)
- Certifying that the applicant's employer or sponsor will immediately notify the airport operator when they become aware that the applicant was terminated, lost their airport issued ID media, or was arrested, indicted or convicted of one of the disqualifying crimes specified in § 1542.209.
- Certifying that they understand that the airport-issued ID media is the property of the airport operator which must be returned to the airport operator upon termination of the applicant's employment.
- Certifying that they understand that failure to notify the airport operator within 24 hours of an applicant's termination and failure to collect and return the airport issued ID media to the airport operator can subject the employer to civil penalty of up to \$10,000 assessed by the TSA in accordance with Title 49, United States Code (49 USC), Section 46301(a)(6).
- Notifying the airport operator if the applicant was unable to support the statements he/she made on their application for airport-issued ID media or if there are significant inconsistencies with the information provided by the applicant

General Requirements

- An Authorized Signer must keep the Airport Security Coordinator updated with their current contact information, including name, company name (if applicable), mailing address, email address, and phone number.
- Please notify the Airport Security Coordinator if you are no longer the Authorized Signer. At that time, a new Authorized Signer must be appointed and must complete Authorized Signatory training.

Loss of Authorized Signatory Privilege

- Failure for the Authorized Signer to comply with all current requirements, or those provided as updates throughout the year, will result in the loss of privileges as an Authorized Signer on all Airport security related documents.
- No new identification media will be issued until a new Authorized Signer has completed all requirements.

Questions?

- Please contact the Airport Security Coordinator with any Questions.

SAF Airport Security Coordinators

- Sgt. Chris McCord
505-231-5662
- David Silver
505-629-3958